

**MINUTES OF THE MEETING OF THE PARISH COUNCIL**

**HELD ON MONDAY 12th DECEMBER 2016**

Present: Parish Councillors: M Russell (Chair), M Tomlin, B Fitzsimmons, P Smith, A Palmer, H Palmer, Ward Councillor K Collins, Locum Clerk A Whiting, 10 members of public, 2 Police PCSOs, 2 Reps. Virgin Media

### PUBLIC PARTICIPATION

1. Concerns re. safety of Dunstable Rd beyond village boundary toward Manshead. Especially the flat part on the top of the hill. Speeding Traffic has resulted in multiple accidents over the recent years. Cllr M Tomlin to take up issue with CBC Highways.
2. Virgin Media representatives present spoke of the forthcoming works (January) in the village to enable supply of superfast fibre-optic broadband. Some discussion took place as to where to place the cable cabinet that would feed the whole service. The Green is not somewhere the council wish to see a cabinet placed. A narrow 4” trench is all that is needed to lay the cable and therefore although the length of cabling is extensive, it is expected that each road has no more than a weeks work. Gangs to operate at different locations through the village simultaneously to keep disruption to a minimum it is hoped. Virgin will hold an information event early January to inform the public. Cllr A Palmer asked if there is any form of compensation available to the village for the works. Answer: No, but have supported community projects in past.

**1. APOLOGIES FOR ABSENCE** - Apologies received from Cllrs: L.Skelton, C. Smith and M. Morland

**2. DECLARATIONS OF INTEREST -** Cllrs M Russell, M Tomlin and, (in his absence) M Morland, declared an interest in payments

1. **TO CO-OPT NEW COUNCILLOR**

One application was received, for the advertised vacancy, from Sarah Eacope. It was formally agreed to co-opt Sarah and she joined the table. Clerk supplied Cllr Eacope with Good Councillor Guidebook and Declarations forms.

**4. APPROVAL OF MINUTES**

**It was RESOLVED** the minutes of 14th November 2016 were a correct record and signed by the Chairman

 **5.** **PROGRESS UPDATE FROM LAST MEETING**

Locum Clerk reminded Council of the 100th anniversary of the Cub Scouts is on the 16th December at 7pm on Dunstable Downs. The Beacon will be lit and all are welcome.

Clerk and Chair met in Churchyard today - Most of the tree works are complete but we are aware that the church has concerns regarding several other trees. In addition the separate tree survey undertaken by our insurers on trees that may be causing subsidence to a neighbouring house has determined 2 large sycamore trees need to be removed. Sadly Revd. O’Neill did not make the meeting but we understand one large tree very close to the Church and 4 others look like work may be required on them. Clerk to ask Andy Jones, CBC Tree officer for advice.

Former quote for replacing tree wall with railings was £17k. for 75 metres length (£225 per metre). Clerk paced out wall and estimates that wall is over 100metres long. Therefore @£225 per metre estimate it may well cost approx. £22500. It is noted that a long length of hedge would also have to be removed, at a cost.

CBC replied to say that at present no rebate would be available to parishes who undertake additional maintenance works on, e.g. footpaths.

Planning Committee – Clerk had sought legal advice and researched council’s own terms of reference of the planning committee following Cllr P Smiths question on whether the committee is legally constituted.

The Clerk reported the following for the benefit of councillors and public present: *“The Planning Committee are a committee of the council and usually meet fortnightly (if necessary) to comment upon planning applications.* ***The terms and conditions of the planning committee (agreed by full council at AGM, May 2016) state;*** *“minutes will be recorded by the Clerk or by any member nominated at the meeting”*

*This effectively means if the Clerk cannot attend then a member of the Committee can take the minutes in their place enabling the meeting to proceed.*

***Beds Association of Town & Parish Councils’ Louise Ashmore advises;***

*“There must be a record of the meeting, but nothing is laid down in law to say that an officer must be in attendance, or that the absence of an officer invalidates decisions made at a meeting.*

*Best practice is to have an officer in attendance so that members can contribute fully to the meeting without one of them also having also to take minutes.*

*However, I am aware that a number of smaller councils sometimes have to manage without a Clerk at some committee meetings.”*

*Minutes*

*At each meeting the previous minutes of the Committee have to be agreed and signed before any other business or discussions take place (as is the case with full Parish Council meetings).*

*After the meeting agreed minutes are shared on the parish website* [*www.caddington.com*](http://www.caddington.com)

***Recommendation****: that previous Committee’s agreed minutes are circulated to councilors at each council meeting.*

*A.Whiting, Locum Clerk”*

This was agreed.

*Clerk circulated to councillors the last set of agreed minutes (of 14th November).*

Caddington calendars have been printed and 100 are in the Post Office for sale and approx. 100 with the school. Cllr Fitzsimmons issued each Cllr with a list of addresses of older residents who receive a free copy, for distribution.

Clerk reported that he had asked Highways at CBC for compensation from Redrow closure of Chaul End, on several occasions but it is looking unlikely the village will see any, sadly.

Pond – it is noted that as an ‘Environmental’ (rather than ornamental) pond, dredging is not permissible. Minimal maintenance may be possible but no disruption to creatures within the pond should occur.

War Memorial – Clerk asked that consideration be given to forming a working group or committee of a few councillors to look at how to consult the public on whether to move the old memorial or commission a new memorial and what wording could be used on any literature.

**6. CHAIRMAN’S ADDRESS**

Thank you to all councillors for helping to create such a successful lighting up event on the Green. Many thanks to Rita Timms for her contribution.

Thank you to Locum Clerk for covering the latter part of this year.

Reminder re. Cub Scouts event on 16th December on the Downs.

**7. CENTRAL BEDFORDSHIRE COUNCIL REPORT**

Cllr Collins reported that CBC have an emergency planning team but that local communities also need to make provision for emergency planning in case of accidents and emergencies requiring action (such as the gas main strike in Ampthill recently, requiring people to be quickly evacuated)

Luton Local Plan is at 3rd stage of hearings, and is set to be concluded January. We are keeping a close eye on it as Luton has little space for housing within its borders. Cllr A Palmer stated that people should be aware re. 5500 houses panned in Luton under their local plan. Cllr Collins stated that neighbouring councils will be co-operating under planning law with them to co-operate with Luton on further housing.

2 applications to Planning from Eversholt Beeches were heard last week. One to consolidate and legalise what is there at present has been passed but another to further expand was dismissed.

**8.NEIGHBOURHOOD PLAN**

Some discussion over the proposed retirement facility at Millfield Farm. Concern it is separated from the rest of the village and away from facilities but that the responses from the consultation exercise were in favour of this development.

Clerk reported he had been informed that Slip End pay 1/3 of N.Plan invoices and Caddington 2/3. He had recently claimed back over £1400 from Slip End Parish Council for their share of this year’s expenses.

Cllr A Palmer stated a resident had asked him why our plan has to follow CBC’s. It is noted it has to dovetail with CBC’s plan

Cllr P Smith asked how any meetings the NP Group had had this year and requested copies of their minutes as he and possibly other councillors may be interested to see them. Cllr Collins answered there had not been many meetings this year aside from the consultation event.

(Caddington Clerk does not have copies of this years minutes – it was agreed to ask Slip End Clerk if he has minutes for 2016 and request copies for information.)

Cllr P Smith asked why land was put in the plan for Rugby pitches (in Chaul End Road). There is concern that the Rugby Club want to move there, and it is noted that the parish council recently heard an application for rugby pitches and objected to it. Cllr Collins replied that the reference to rugby pitches was in the map section and that it does not form part of the plan and was listed in the maps section along with other areas for context only, as it was known planning applications for land not included within the Neighbourhood Plan in the parish were being submitted.

**9. REPORT FROM BEDFORDSHIRE POLICE**

Our Local PCSO’s are Sally Simmonds and Richard Alleyne. Richard was in attendance with another colleague.

Police can be contacted on 01582 473211 and will be using the email address; SouthCentralCommunityteam@bedfordshire.pnn.police.uk

There were 3 thefts from motor vehicles last week and police are instigating some high vis. Patrols to combat this and reassure public. There have been thefts of Christmas decorations from gardens – much of this has been discussed via Facebook site. Police to join village Facebook site to help them gather information.

Concern re. a scrap van with no visible number plate showing which appeared suspicious. Any such vehicle with no visible number plate should be reported to 101, as it is illegal to not have registration number showing.

Concern re. parking illegally over crossing near Co-op. Any such violation report to 101 with vehicle details. It was noted that disabled badge holders could park on yellow lines as long as an obstruction is not being caused.

Cllr Smith requested that police attend more frequently our meetings. It was noted that their numbers have been cut from 108 to 28 so resources are stretched and it is not always possible to attend as was the case in the past, but that they will try and attend more frequently.

**10. RECEIVE UPDATE FROM CADDINGTON WATCH**

Cllr Tomlin reported the thefts of Christmas lights etc. Street watch team are remaining vigilant.

Cllr Fitzsimmons stated that the Defibrillator has been called into action (although not used in the end as paramedics were swiftly in attendance). It was noted that just having such a resource in the village is extremely worthwhile.

Cllr Tomlin reported that where there is the new 40mph speed limit in Chaul End Rd that area is being surveyed for possible future speed watch surveys.

Neighbourhood Watch volunteers are to support Santa’s sleigh on 19th and 20th December.

Ultraviolet pens are being sourced for all households in the village to security mark items.

**11. HIGHWAYS REPORT**

Chaul End now open again.

Highways met with Cllr Tomlin and they agreed that Folly Lane light was needed as there was a Health and Safety issue there with lack of lighting. Manager of Lighting team to assess the area.

Agreed there is a lack of parking available at Manor Rd by the shops and that Disabled provision needs taking into account, but that when Heathfield closes then the overflow car park there will also be lost. Cllr Tomlin to explore possible options for parking and bring to council for discussion.

Cllr Tomlin to request highways mark edges of road in Chaul End where resident has removed hedges, as there are some deep potholes there.

**12. RECEIVE A REPORT FROM THE PLANNING COMMITTEE & DISCUSS MEMBERSHIP OF COMMITTEE**

Membership issue deferred to next meeting as majority of non-members of planning committee were not in attendance and it would be unfair to discuss it without all here.

Cllr A Palmer asked Cllr P Smith to withdraw his comments of previous meeting re. the Planning Committee being improperly constituted and run. Cllr Smith stated he was acting on information from CBC Planning but hearing what the Clerk reported tonight he was happy to withdraw his comments.

Cllr Palmer reported that there is an appeal over the application from Brick Kiln Farm and our comments and objection will be passed to the inspectorate.

Eversholt Beeches – we had put in a strong objection to further expansion of the G&T site and were pleased it had been dismissed by CBC Planning.

**13. RECEIVE GENERAL CORRESPONDENCE** – *for information only*

1. *Keep Britain Tidy – Big Spring Clean, 3-5 March. Clerk to register. Cllr Tomlin to inform Highways who will give us workers to help.*
2. *Allotment Committee - Allotment side gate (Folly Lane) needs replacing cost circa £110 – Agreed Council pays for this gate to ensure allotments are secure*
3. *Aley Green Cemetery Caddington portion of precept increased to £2500 – Noted*
4. *Thank you from Caddington watch for hi-vis winter jackets. Noted*

Calendars – it was agreed that any profits made should go to local charity such as the PTA Cllr Fitzsimmons had list for distribution and thanked Jack from Collingswood for help to compile the list of recipients and for volunteering to distribute there.

**14. TO RECEIVE ACCOUNTS FOR 2016-17 AND DISCUSS BUDGET AND PRECEPT FOR 2017-18**

The Clerk circulated income and expenditure accounts to date, bank reconciliation (below) and budget draft working sheet (also below). Budget and precept need to be set at the latest by January meeting (9th).

It was noted that precept had been raised by 2% last year and by 10% the previous year (to enable the Highways match funding of £25k) for traffic calming. Tree works circa £3000 had also been scheduled this year.

|  |  |  |
| --- | --- | --- |
| **Periodic Balance 31.11.16** |  |  |
| **Balance at 31.03.16 b/fwd** |  |  **£99,416.05**  |
| Plus income to date |  |  £93,913.04  |
| **Subtotal** |  |  **£193,329.09**  |
| Less payments to date |  |  £74,659.46  |
| **CLOSING FUNDS BALANCE** |  |  **£118,669.63**  |
|  |  |  |
| Represented by balance at |  |  |
| Current Account |  |  £68,946.74  |
| Tracker Account |  |  £50,736.51  |
| Subtotal |  |  £119,683.25  |
| less unpresented cheques |  |  £1,013.62  |
| **CLOSING BALANCE** |  |  **£118,669.63**  |
|  |  |  |
| **DIFFERENCE** |  | **-£0.00**  |
| Unpresented cheques |  |  |
|  | 105776 |  £360.00  |
|  | 105777 |  £608.62  |
|  | 105781 |  £45.00  |
|  |  |  |
|  |  | Total £1,013.62  |

|  |  |  |  |
| --- | --- | --- | --- |
| **CADDINGTON PARISH COUNCIL BUDGET 2017/18** |  |  |  |
|   | 2015/16 |  2016/17  |  2016/17  |  2017/18  |  |
|   | Actual Year End | Actual month 7 (Oct) | Predicted Yr End |  Proposed  | Notes: |
| Staff Costs |  £27,895.05  |  £17,449.80  |  £28,000.00  |  £28,800.00  |  Hours and salary for new Clerk to be determined. Pension 21.8% for 2017-18  |
| Administration |  £7,700.94  |  £4,502.18  |  £7,700.00  |  £7,700.00  |  |
| Allotments |  £1,057.86  |  £399.05  |  £1,000.00  |  £1,250.00  |  |
| Security |  £4,304.26  |  £3,649.64  |  £4,500.00  |  £4,600.00  |  |
| Highways & Amenities |  £16,311.85  |  £37,192.63  |  £44,000.00  |  £30,000.00  | *2016-17 includes Dunstable Rd traffic calming match funding +2017-2018 Match funding for Aley Green tr. Calming £13500* |
| Neighbourhood Plan |  £-  |  £3,270.00  |  £3,500.00  |  £3,000.00  |   |
| Section 137 Grants |  £6,262.08  |  £2,060.28  |  £2,060.28  |  £4,060.00  | Inc. additional possible £2000 for Folly Lane light |
| Parks |  £3,862.44  |  £2,166.41  |  £3,500.00  |  £3,650.00  |  |
| Projects |  £2,582.74  |  £93.00  |  £4,700.00  |  £1,000.00  | Inc. tree maintenance works and xmas lights works |
| **GRAND TOTAL** |  **£69,977.22**  |  **£70,782.99**  |  **£98,960.28**  |  **£84,060.00**  |  |
| *Plus 2% contingency fund* |   |   |  *£1,979.21*  |  *£1,681.20*  |  |
|   |  £69,977.22  |  £70,782.99  |  £100,939.49  |  £85,741.20  |  |
| VAT |  £4,579.14  |  £3,876.47  |  £7,400.00  |  £5,000.00  |  |
|   |  £74,556.36  |  £74,659.46  |  £108,339.49  |  £90,741.20  |  |
|  |  |  |  |  |  |
| Balance at; |  |  |  |  |  |
| 31st March '16 |  £99,416.05  |  | 31st March '17 |  £85,676.56  |  |
| **Precept 16/17** |  **£86,700.00**  |  |  **Precept 17/18**  |  **£86,700.00**  |  *to be determined*  |
| **other income** |  **£7,900.00**  |  | **other income** |  **£7,900.00**  |  |
|  |  **£194,016.05**  |  |  |  **£180,276.56**  |  |
| Less predicted end year spend |  £108,339.49  |  |  Budget 17/18  |  £90,741.20  |  |
| Balance/Reserves |  £85,676.56  |  | Balance/Reserves |  £89,535.36  |  |
|  |  |  |  |  |  |
|  | **(Recommended reserves should be 1 year precept - i.e. in 2016-17 = £86,700)** |
|  |  | 2017 Possible projects and potential costs - Not included above  |
|  |  |  |  £  |  |  |
|  |  |  War Memorial  | 12,000.00 |  **?**  |  |
|  |  |  Church wall  | 17,000.00 |  **?**  |  |
|  |  |  Tree works - Church  | 2,000.00 |  **?**  |  |
|  |  |  |  |  |  |
|  |  |  Total  |  £31,000.00  |  |  |

Cllr A Palmer suggested that as there are important jobs needing doing again that a rise of 10% be considered.

**Agenda for next meeting**

It was noted that for important works such as the War Memorial and Church Wall that a working group or committee could be formed to ensure issues are all covered in the public consultation.

**15. AUTHORISE ACCOUNTS FOR PAYMENT WITH TWO AUTHORISED BANK SIGNATORIES TO SIGN CHEQUES**

**It WAS RESOLVED** to authorise the following accounts for payment & authorise signatories to sign thecheques:

|  |  |  |  |
| --- | --- | --- | --- |
| **Cheque** | **Payable to:** | **Payment Details** | **Grand Total** |
| 105797 | M Tomin | A4 frames(calendar) and workwear for Groundsman |  £52.84  |
| SO | ASK Accounting Services | Payroll service |  £11.58  |
| STO | Darren Hunter | Parish Warden Salary Nov. 16 |  £500.59  |
| 105798 | Village Garden Services | Erect lifebuoy & supply materials |  £78.00  |
| 105799 | Village Garden Services | Supply and fill winter bedding plants & island maintenance |  £93.60  |
| 105800 | Village Garden Services | Supply & erect winter spruce xmas tree fix lights & test  |  £438.00  |
| 105801 | Village Garden Services | Grounds Maintenance Nov16 |  £608.62  |
| 105802 | Village Garden Services | Supply specialist red dog bins bags to warden |  £134.40  |
| 105803 | Village Garden Services | Refitting Dome to swing in Elm Ave park |  £45.60  |
| 105804 | A Whiting (for *House of Tents*) | Marquee |  £639.80  |
| 105805 | A Whiting | salary Nov 16 |  £1,270.23  |
| 105806 | A Whiting | Monthly Office allow £13 + 87 miles mileage |  £69.55  |
| 105807 | HMRC | Tax/NI Nov 16 |  £320.19  |
| 105808 | Halcyon Press Group Ltd | Hi vis clothing, Cadd Watch, Groundsman & Remembrance Marshalls |  £285.00  |
| 105809 | Goodfellers Commercial Ltd | Tree works numerous locations |  £1,128.00  |
| 105810 | A Whiting (for *Vidahost)*  | Internet hosting 2016-17 |  £34.80  |
| DD | BT | CCTV line |  £247.44  |
| 105811 | Goodfellers Commercial Ltd | Tree works numerous locations |  £684.00  |
| 105812 | Creamers | 650 calendars and 12 art prints |  £1,116.00  |
| 105813 | M Morland | Reinbursement for electrical cable |  £11.99  |
| 105814 | Electrafit | Xmas tree lights works |  £2,666.93  |
| 105815 | Thames Water | Allotments water |  £116.10  |
| 105816 | A Whiting | Reimbursement -voucher -calendar winner & parking fee to collect calendars |  £15.70  |
| 105817 | John Dudley | Allotment secretary allowance - Dec16 |  £45.00  |
| 105818 | Royal Mail | Post Redirection 3 months |  £175.00  |
|  |  | **Page Total** |  **£10,788.96**  |

**16. TO DISCUSS EXTENDING POST REDIRECTION FROM PREVIOUS CLERK ADDRESS**

Agreed to extend for further 3 months until permanent Clerk is appointed

**PUBLIC PARTICIPATION**

1. When are the seats going to be installed and where? Possible locations were discussed near the Cricketers bus stop or Elm Avenue bus stop. Cllr Russell to consider options.
2. Re. Traffic calming why are no white lines put back on roads after resurfacing? CBC practice is not to put white lines on roads.

Meeting Closed at 9:45pm

Signed…………………………………………………………….Dated: ……………………………….